



Submission Instructions

We have broken this up into 2 different sections. The first will talk about HOW to submit your event for an award. The second is WHEN and HOW to pay.

HOW TO SUBMIT

1. Read through the submission form that is at the BOTTOM of these instructions
2. Type your responses and organize your collateral.
 - a. Rename your files with your business name and number Ex: CandD1 3. If you are submitting the same event for a team award - gather the responses from the team for section 4 BEFORE starting the google form
4. Open up the google form link below
5. Cut and Paste your responses
6. Upload your collateral
7. Click the box I am finished - once you hit next you CAN NOT GO BACK!!

TEAM SUBMISSIONS

1. Before you start filling out the google form be sure to collect ALL the collateral that you will use for the submission and all the contact info from the team
2. Go through steps 1-6 on How to Submit
3. Click the box I am finished - once you hit next you CAN NOT GO BACK!!

HOW AND WHAT TO PAY

- If you are a NACE Member - you get 2 FREE submissions. After your 2 free it is \$25 per a submission
- If you are a non-NACE member - it is \$35 per a submission

For TEAM and COLLABORATIVE submissions:

- If the event has been submitted for an individual award - the person who submitted for the individual awards pays \$10, everyone else follows the rules above.
 - *Ex: C&D Events submits Event A for an individual award, Stockroom also submits Event A for an individual award. Joe Bunn DJ, English Garden, and Ashley Cakes want to submit for a team award. C&D Events pays \$10, Stockroom pays \$10, Joe Bunn pays \$25 (or it's free if he hasn't used his two free ones), English Garden pays \$25 (or it's free if they haven't used their two free ones), and Ashley Cakes (non-member) pays \$35*
- If the event has NOT been submitted for an individual award then the rules above apply

LATE SUBMISSIONS

- There is a late fee of \$50 REGARDLESS of your membership status or if you have used your two free or not. It is universal and non-negotiable.

HOW TO PAY

- After you have submitted your awards - you will receive a square invoice VIA e-mail to pay if you owe anything.
- For Team submissions - we will send a square invoice for each person named on the award.
- The Square invoice will have a due date on it. Please be respectful of that. If the payment is not collected by 2 weeks before the awards ceremony - you will forfeit your submission.

HELPFUL TIPS

1. For Team and Collaborative Awards - have one point person/organizer who will submit and contact the group.
2. The Collateral loads a lot easier if it is already in your DRIVE. Not required for it to upload- it just uploads more easily.

3. DO NOT wait until the day of to start this process. Especially if you are doing a team submission.

Awards Categories

Single Submission

Best Wedding Catering, Event Catering, Dessert, and Beverage: *Caterer, Baker, Bar Service, Venue with in-house catering*

Best Corporate Event: *Planner, Venue*

Best Non-Profit Fundraiser: *Planner, Venue*

Best Private Residence Event: *Planner*

Best Cultural Event: *Planner, Venue*

Best Planned Wedding Over \$75K and Under \$75K: *Planner*

Best Host: *Venue*

Best Florals at an Event, Best Bouquet: *Florist*

Best Use of Rentals, Best Use of Specialty Decor: *Rental Company, Specialty Rental Company*

Best Overall Design: *Florist, Planner, Rental Company*

Best Live Music: *Musicians*

Best DJ: *DJ*

Best Interactive Entertainment: *Photobooth Company, Specialty Rental Company, DJ*

Best Use of Lighting: *Lighting Company, Specialty Rental Company, AV*

Company

Best Event Photography, Best Wedding Photography: *Photographer*

Best Highlight Video: *Videographer, Photographer*

Best A/V Production: *A/V Companies*

Best Stationery: *Stationer*

Best Wedding Officiation: *Officiant*

Best Hair and Make-up: *Hair and Make-up Company*

TEAM SUBMISSIONS

Best Team Effort (must have minimum of 4 applicants)

Best Vendor Collaboration (max of 3 applicants)

Best Published Editorial or Styled Shoot (online or in print)